



Advisory Board Meeting Minutes Wednesday, October 23, 2019

Members Present Chris Clark, Brenda Clausen, Ed Houston, Sandra Jones, Jenny Martin, Pete Wright

Members Absent Richard Clark, Max Derrick, Erich Mille

City Staff Present Tricia Cooke, Director
April Callaway, Office Admin Supervisor

Guests Present Kathy Houston, Ellie Oaks-Green, Leda Wright, Rod Young
Heritage Senior Adults, Inc. Board of Trustees

Call to Order Ed Houston called the meeting to order at 10:35 am and welcomed everyone.

Minutes September 25, 2019 minutes were approved on a motion by Pete Wright and seconded by Chris Clark

Special Recognition Ed Houston recognized the work Tricia has been putting in the Kitchen serving and then picking up trays when participants are finished with their meal

Citizen Comments None

Committee Reports None

Unfinished Business

A. Center Shirts

The new shirts are t-shirts. They should not shrink. There will be a short sleeve or long sleeve option available. The Center's logo will be embroidered on the front. There will be no writing on the back of the shirt.

New Business

A. Christmas Decorating – Nov 25

Kathy Houston and Sandra Jones are heading up the group. If you have time that day, come and help at 10:00.

B. Fire and Police Committee – Feb 2020

Ellie Oaks-Green will be heading the committee. Ed Houston will co-chair. Jenny Martin and Sandra Jones will help. The suggestion was made this year to provide the fire and police with a "thank you" cookie packet to take with them after the meal.

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New Business, *continued*

C. Approve 2020 Board Meeting Schedule

The schedule was reviewed, revised, and approved on a motion by Sandra Jones and seconded by Jenny Martin. Revised copies will be provided at the next board meeting.

Heritage Senior Adults, Inc. Board of Trustee Comments

Kathy Houston mentioned the scholarship applicants for 2020 have been approved. Oktoberfest was a nice event. Suggestions were made to announce when the band is taking a break and to open the door a half hour earlier and have the band begin performing during that time to allow people to listen to the music before eating.

Advisory Board Comments None

Director's Report by Tricia Cooke

Director Cooke gave an update on Chris' health. There will be a few new faces in the board meeting in February. In December 2020, we will celebrate the 40th anniversary of opening our doors and the City will plan a celebration with April assisting. We need centerpieces made for our Holiday Buffet and Sandra Jones and Kathy Houston agreed to help.

The next regular board meeting will be held on **Wednesday, November 20, 2019** at **10:30 am**. There being no further business, the meeting adjourned at 11:14 am on a motion by Brenda Clausen and seconded by Sandra Jones. Minutes recorded by April Callaway.